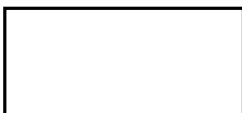


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b. ACCOUNTABILITY

- (1) Senior Officials* are responsible within their jurisdiction for maintaining at all times the proper control of dissemination of classified defense information and material, including good accountability records of such information and material, and severe limitation on the number of classified documents originated, as well as the number of copies thereof reproduced. Accountability records shall denote the receipt or disposition of information or material ~~and shall be in written form~~; for example, courier receipts, document receipts, manifests, chrono copies of correspondence, log sheets, production control records, abstract file slips, file or document charge out forms, or dissemination records.
- (2) TOP SECRET information and material originated within CIA or received from outside CIA will immediately be put under established

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*"Senior Officials" for purpose of this Handbook are the Deputy Directors of CIA; the Inspector General; Executive Officer to the DCI; Cable Secretariat; ~~within DD/P the Chiefs of Operating Divisions, Major Staffs, and Chief, Operational Services;~~ the Assistant Directors within DD/I; and Directors of Offices and Staff Chiefs in DD/S.

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Agency Top Secret Control Procedures for accountability and other purposes.

- (3) Accountability records will be kept on all SECRET and CONFIDENTIAL information or material entering into or leaving the area under each Senior Official. Exceptions to this, consistent with the accountability requirements of Executive Order 10501, may be made by the Director of Security where he deems it appropriate. Accountability records will also be kept on SECRET and CONFIDENTIAL information and material dispatched to or received from a [] or outside activity. [] will maintain accountability records on all SECRET and CONFIDENTIAL information and material received and dispatched by them. Senior Officials are not prohibited from instituting additional control records where they deem it advisable.
- (4) Registered document accountability records will be maintained by Area Registered Document Custodians for all Registered SECRET and CONFIDENTIAL documents.

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1. DESTRUCTION OF CLASSIFIED MATERIAL

(1) Disposition of Classified Waste

(a) Preliminary drafts, copies, carbons, stencils, stenographic notes, blank paper containing impressions from classified information, work sheets, and the like, pertaining to classified matter of all classifications, will be torn or shredded into small pieces and placed in receptacles conspicuously marked SECRET and appropriately guarded until destroyed.

(b) Waste baskets will be used for unclassified waste only.

(2) Destruction of Classified or Controlled Documents

(a) The destruction of classified documents must be accomplished in accordance with existing law and regulations. The law, referred to as the Records Disposal Act, provides that Government records may not be destroyed without the approval of the Archivist of the United States and the Congress of the United States. However, under authority contained in PL 253 the destruction of classified documents which record or relate to the source of or method used in the collection of clandestinely obtained intelligence will be governed by procedures, guides, or schedules approved by the Director or the Deputy Director concerned without reference to the National Archives and the Congress of the United States. Custodians of documents will survey periodically all such material in their possession and, if deemed of no further use, will request their Area Records Officer to review the documents and give directions for appropriate disposition as provided in the CIA

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(b) TOP SECRET Documents, Not Registered

TOP SECRET documents, not registered, shall be destroyed by burning by the custodian thereof or his designee in the presence of a witnessing CIA official having a TOP SECRET clearance except in the OS where such documents will be forwarded to [] for destruction. The custodian or his designee, and the witness, will assure that all the documents have been burned completely. The appropriate Area, Alternate or Assistant Top Secret Control Officer must be notified of the destruction in order that the proper entries may be made on the Top Secret Accountability Record. When a TOP SECRET document is destroyed, the disposal certificate portion of the Signature Record and Cover Sheet, attached to the document, will be executed. The cover sheet will then be forwarded to the CIA TOP SECRET Control Officer, through the appropriate Area Top Secret Control Officer except in the DDP where the cover sheet will be retained by the DDP TSCO.

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(c) Other Classified and Unclassified Documents, Not Registered

- (1) SECRET and CONFIDENTIAL documents, not registered and unclassified documents bearing a control statement, shall be destroyed by burning by the custodian thereof or his designee, or such documents may be shredded or torn into small pieces and placed in the classified waste receptable for subsequent burning by the Office of Security. Under no circumstances will whole documents be placed in the classified waste receptables. Bulky materials may be placed in the classified waste receptables untorn and unshredded. A witness

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to the destruction is not required. Accountability records will be kept on SECRET and CONFIDENTIAL documents so destroyed. ~~Such accountability may be by series of documents, where appropriate, as approved in Records Disposition Guides or Schedules.~~ When destruction occurs as the result of the application of approved Records Disposition Guides or Schedules it will not be necessary to log each document destroyed, provided that a record of the material destroyed is maintained by category of material, file names, subject or other means of identifying the nature and kind of material destroyed by general description. Exceptions to this sub-paragraph consistent with the disposal and destruction requirements of Executive Order 10501 may be made by the Director of Security where he deems it appropriate.

(2) Registered Documents

Registered documents will not be destroyed by the Area Custodian of Registered Documents with the exception of the Office of Communications for registered documents originated by it. When a Registered Document is destroyed the Disposal certificate portion of the Registered Document Transfer Report pertaining to the document will be executed by the CIA Custodian of Registered Documents or his designee, who will record the destruction in appropriate accountability records. With respect to Registered TOP SECRET documents, all requirements pertaining to the destruction of unregistered TOP SECRET documents must be observed also.

(3) Burn Teams

Senior Officials may organize "burn teams" for the purpose of destroying documents in accordance with the provisions of paragraphs 1. (2) (a), (b), and (c) above, provided unauthorized access is not permitted thereby. They will assure themselves that persons assigned to burning and witnessing duties, in accordance with the provisions of this Handbook, are authorized to have access to the material to be destroyed, and that they

REASONS FOR SUGGESTED CHANGES TO DRAFT OF

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1. Page 41, para. b.(1), footnote definition of "Senior Officials".

Reason:

- a. The DD/P has established the CS records system which comprises all written materials maintained for retrieval in response to the CS mission. The system provides for centralized control in of record copies of all documents coming into the CS which are pertinent to the CS mission by using certain machine methods and procedures not applicable on a decentralized basis. The system provides, also, for central control of record copies of pertinent documents moving between elements of the CS.
- b. Adequate accountability records are maintained or can be established for all classified material (record or non-record) entering or leaving the CS. This may be accomplished by one or more of the examples cited at the end of para. b.(1), mainly in but supplemented by records (chrono copies, etc.) maintained by the operating Divisions or Staffs in the case of non-record documents or materials.
- c. Each CS Division or Staff keeps such accountability records on documents (record and non-record) as are necessary for internal control, reference or other operational purposes. But, it is neither practical nor necessary (and manpower is not available) to maintain complete accountability records on each copy of non-record classified material at the level of the operating Division or Staff. Maintenance of full accountability records at a single point in the CS is considered adequate to meet the requirements of Executive Order No. 10501.

2. Page 41, para. b.(1), line 8, delete the words "and shall be in written form".

Reason: This is necessary to give sanction to machine accountability and the DDP's centralized control of operational documents involving the use of punched cards or tickets, electronic tape or memory units, or similar devices, to record the receipt or disposition of classified defense information and material.

3. Page 41, para. b.(1), line 10, add "abstract file slips, file or document charge out forms" to the examples cited in the last sentence.

Reason: Both items are widely used in accounting for classified materials.

4. Page 43, para. 1.(2)(a)

Reason: To distinguish the Records Disposal Act, as amended from Public Law No. 253 which assigned responsibility to the DCI for protection of intelligence sources and methods from unauthorized disclosure.

5. Page 44, para. (b).

Reason: Within the headquarters of the CS, the records of all TS material destroyed are retained under the control of the Chief, as the DDP/TSCC.

6. Page 44, para. c.(1), line 7.

Reason: This is in accordance with current practice and is necessary to save many man hours of work required to reduce bulky documents to small bits.

7. Page 45, para. c.(1), line 4.

Reason: For clarity. The volume of paper input for the CS is over 11,000 cubic feet each year. More than this amount must be either destroyed or retired in order to reduce our holdings to manageable size. The regulation should be clear that logging of individual documents destroyed is not required. Otherwise, the regulation will either be ignored or the volume of valueless documents will expand. In the CS an appropriate record is maintained for each document destroyed which once was considered to have record value. It is not practical to require individual logging of destruction of all non-record classified documents.